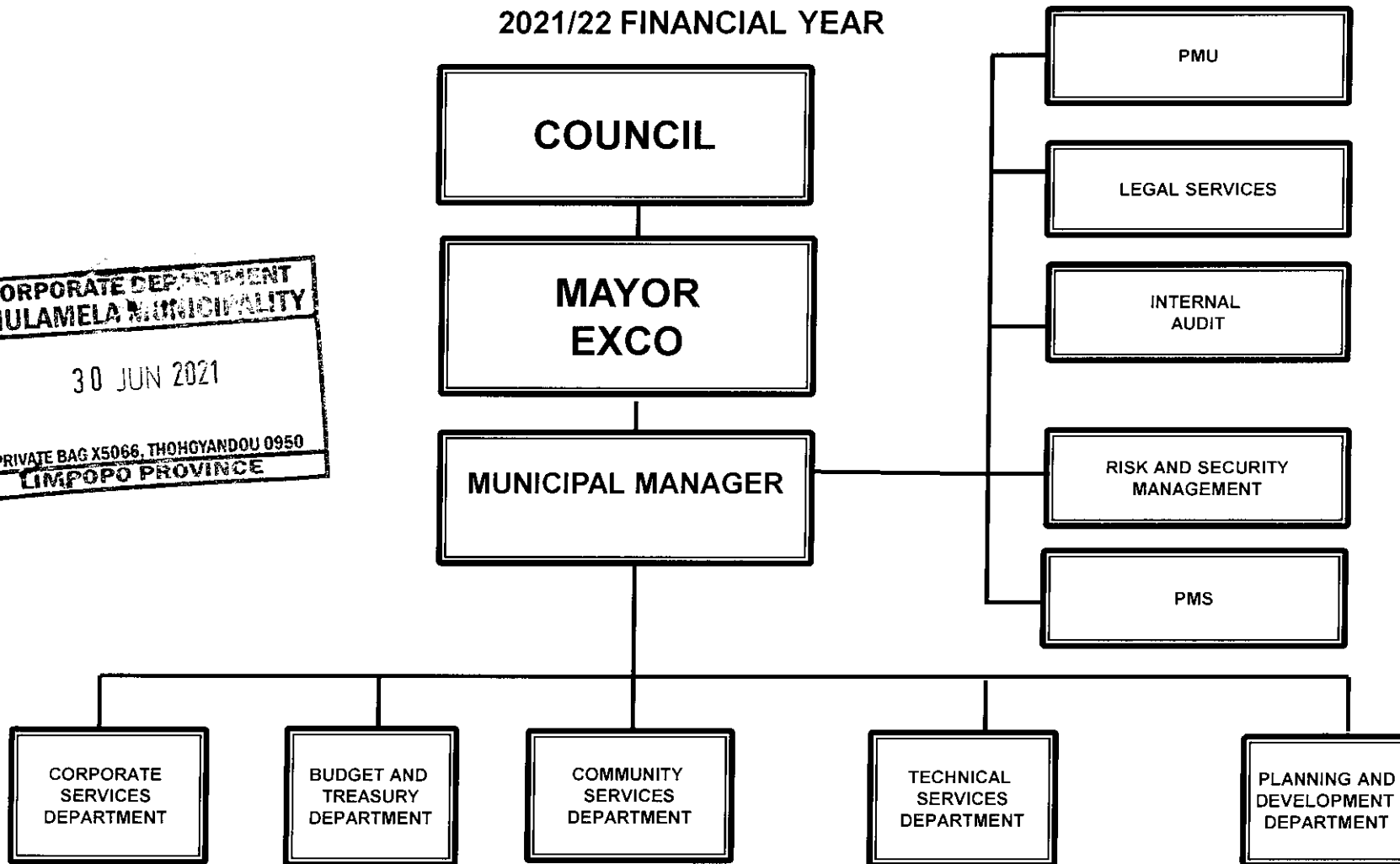


THULAMELA LOCAL MUNICIPALITY  
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 2021/22 FINANCIAL YEAR

CORPORATE DEPARTMENT  
 THULAMELA MUNICIPALITY  
 30 JUN 2021  
 PRIVATE BAG X5066, THOHGANDOU 0950  
 LIMPOPO PROVINCE



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# OFFICE OF THE MUNICIPAL MANAGER

**CORPORATE DEPARTMENT  
THULAMELA MUNICIPALITY**  
30 JUN 2021  
PRIVATE BAG X5066, THOHoyANDOU 0950  
LIMPOPO PROVINCE

**OFFICE OF THE MUNICIPAL MANAGER**

**Purpose :** To provide basic services to all our communities in a sustainable manner, to create an enabling environment to improve the quality of life of all our people and our area to become a tourist destination and a productive agricultural area.

**Functions .**

1. Render internal audit
2. Render legal services
3. Render Risk and Security Management
4. Render PMU (Project Management Unit)
5. Render Technical services to the community
6. Render community services
7. Render municipal finance management services
8. Render Corporate services to the Municipality
9. To foster community participation and Local economic development
10. To render Planning and Development.
11. Render housing & electricity
12. Render governance
13. To render Performance Management System

1 x Municipal Manager [P.0] F  
1 x Secretary [P.6] F

**DIVISION : PMS**

**PURPOSE:** Render Municipal Performance Management system

**FUNCTIONS:**

1. Improve organizational performance by fostering accountability
2. Submission of compiled PMS report to council
3. Assist in review of SDBIP key Indicators

**1X Assistant Manager PMS [P4] F**  
**1X PMS Officer [P8] V**

**DIVISION: INTERNAL AUDIT**

**PURPOSE** Render internal audit to the municipality.

**FUNCTIONS:**

1. Render Risk based Audit
2. Render IT audit to the municipality
3. Render compliance audit
4. Render performance audit
5. Render environmental audit

1 x Chief Audit Executive [P.3] V

**DIVISION: LEGAL SERVICES**

**PURPOSE:** Render general legal services

**FUNCTIONS:**

1. Institute and defend legal actions
2. Drafting of contracts
3. Providing legal opinions and advice
4. Development of by-laws

1 x Legal Services Manager [P.3] F  
1 x Assistant Manager [P.4] F

**DIVISION : RISK AND SECURITY MANAGEMENT**

**PURPOSE :** Render risk and security management to the municipality.

**FUNCTIONS:**

1. Render risk management services
2. Coordinate fraud prevention activities
3. Coordinate back to basics
4. Render security services

1 x Chief Risk Officer [P.3] F

**DIVISION : PMU**

**PURPOSE :** To render Project management services

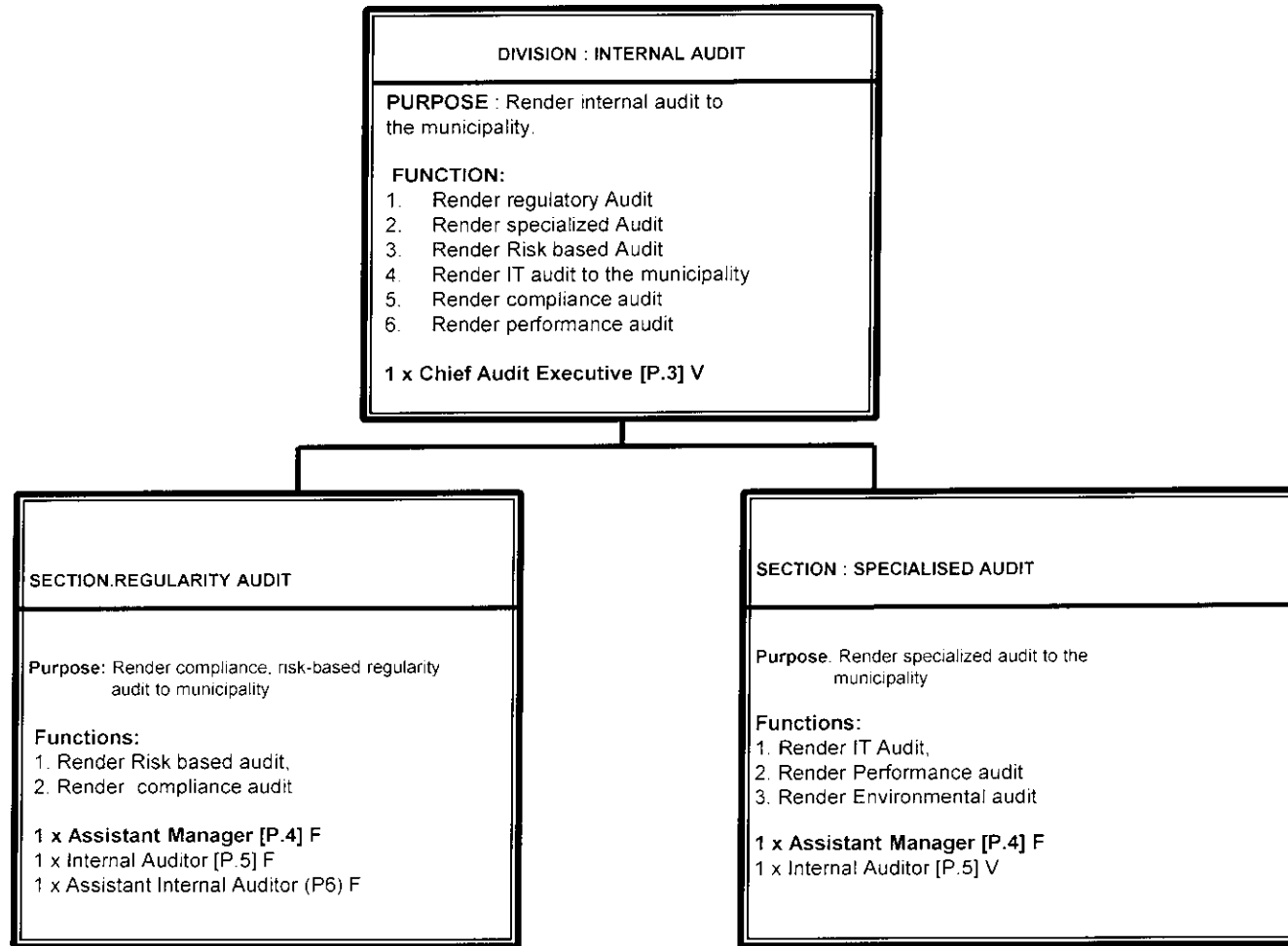
**FUNCTIONS:**

1. Monitor and evaluate implementation of the IDP&SDBIP.
2. Manage Municipal Capital Projects
3. Manage Municipal MIG projects

1 x PMU Manager [P.3] F  
1X PMU Engineer/technologist [P4] F  
1x Data Capturer [ P10] V

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**DIVISION : RISK AND SECURITY MANAGEMENT**

**PURPOSE :** *Render risk management to the municipality.*

**FUNCTION:**

1. *Render risk management services*
2. *Coordinate fraud prevention activities*
3. *Coordinate back to basics*
4. *Render security services*

1 x Chief Risk Officer [P.3] F

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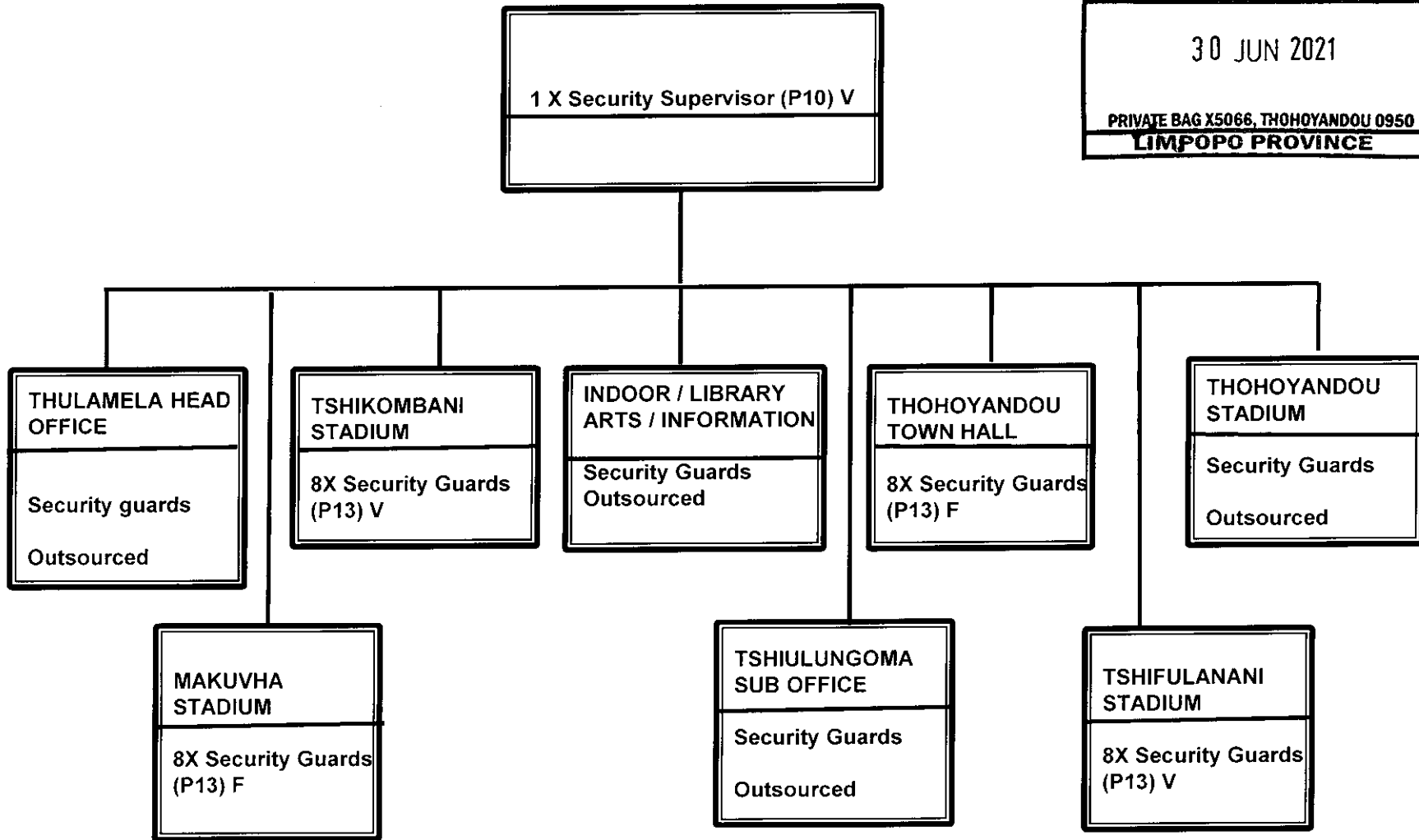
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1 x Risk and Security  
Officer (P.5) F

1x Security Supervisor (P10) V

1x Security Supervisor (P10) V

HEM [Signature]

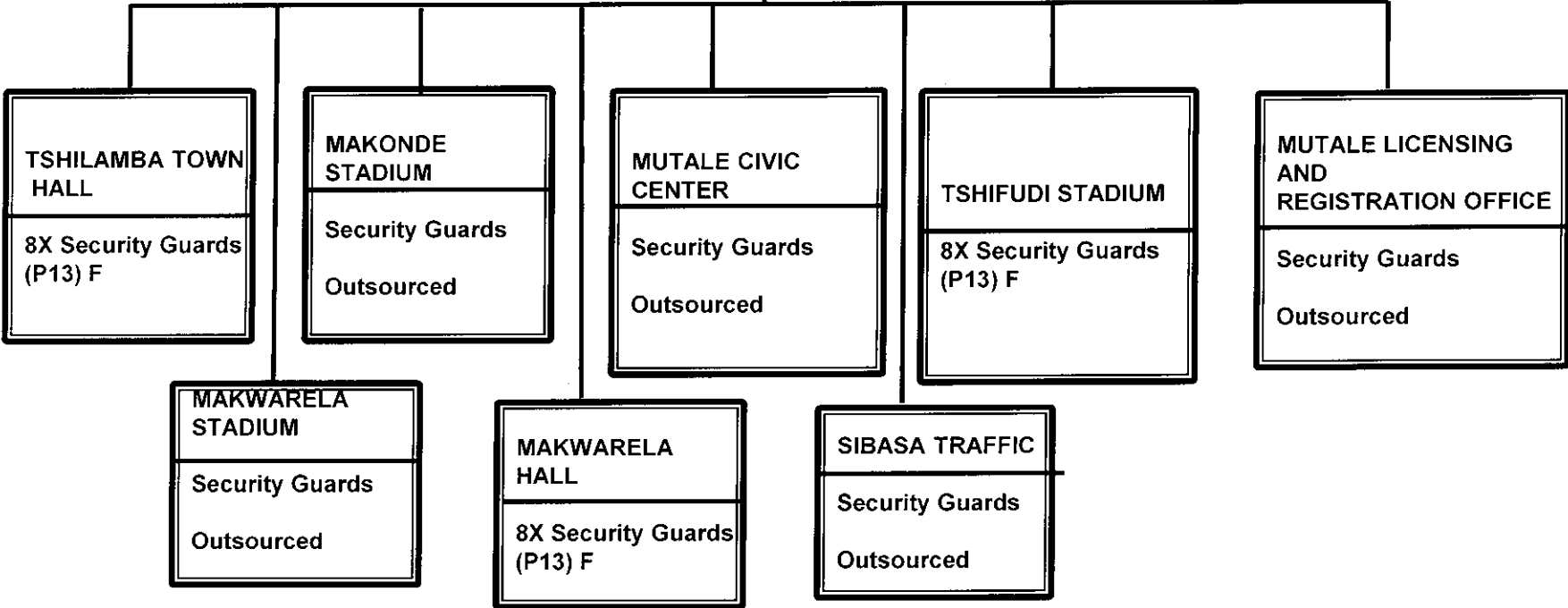


THULAMELA MUNICIPALITY ORGANISATIONAL  
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1X Security Supervisor (P10) V

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THULAMELA MUNICIPALITY**  
  
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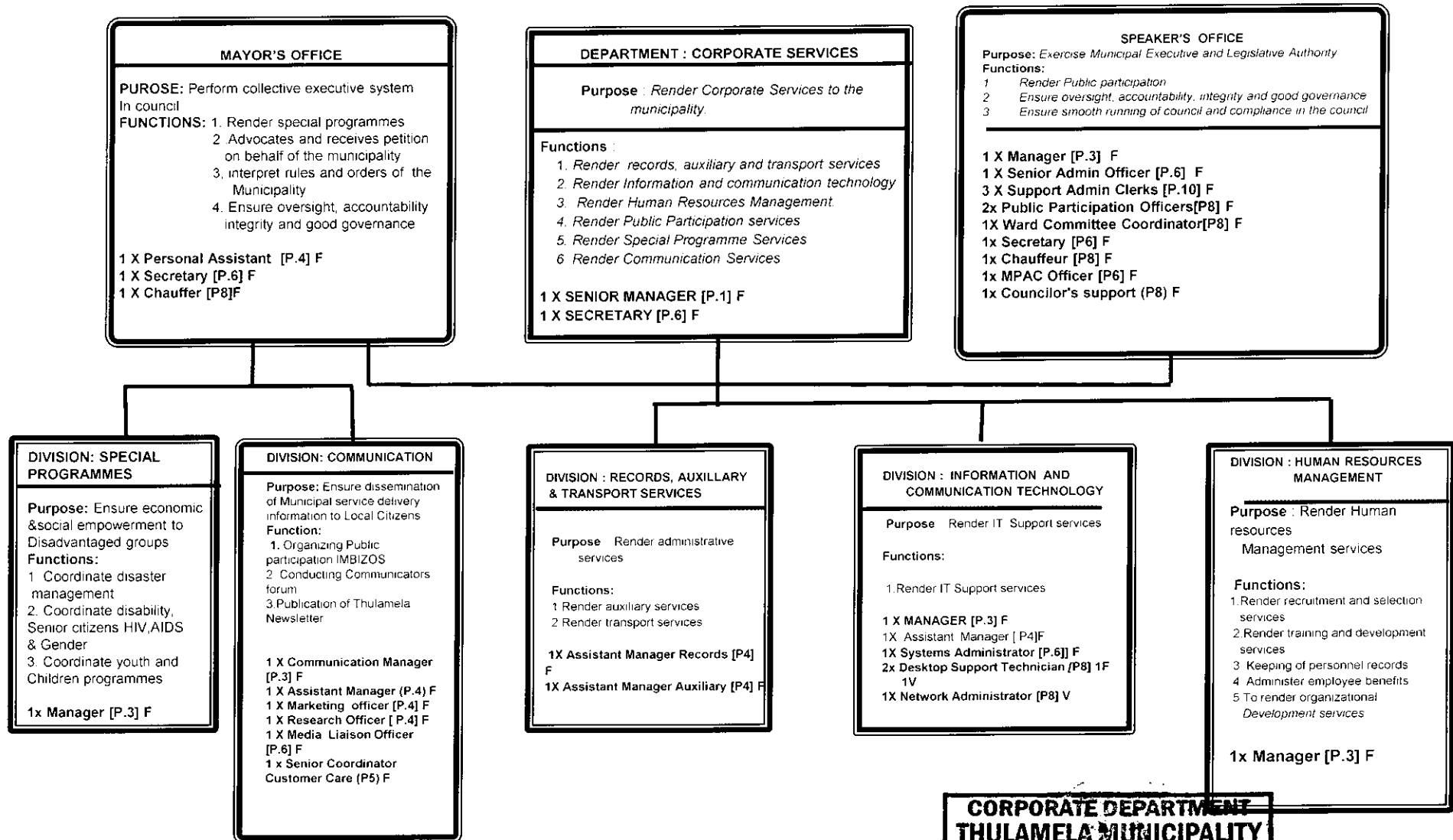


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# CORPORATE SERVICES DEPARTMENT

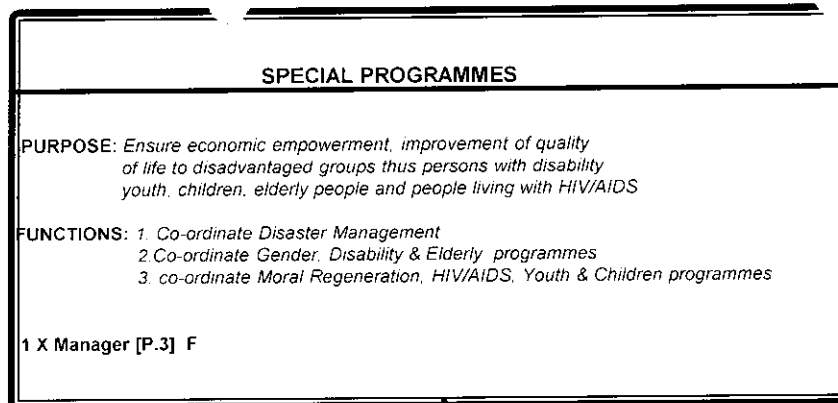


THULAMELA MUNICIPALITY ORGANISATIONAL  
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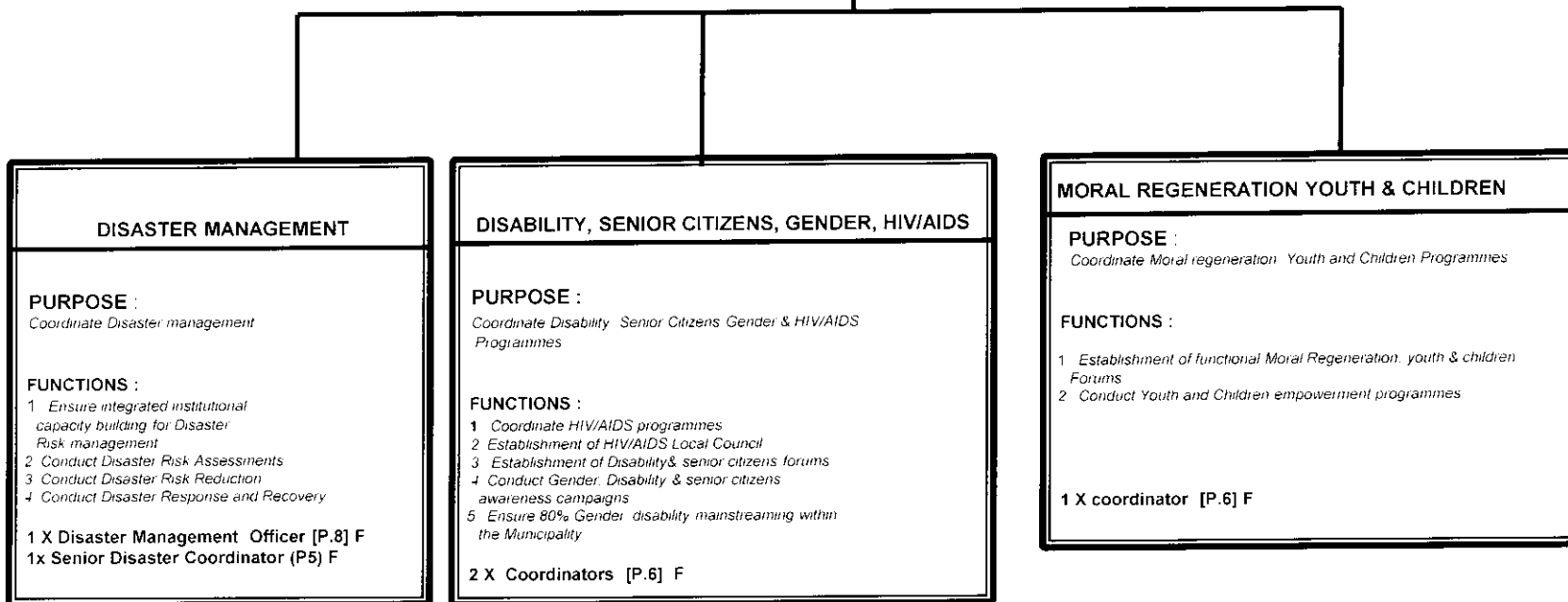
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THULAMELA MUNICIPALITY**

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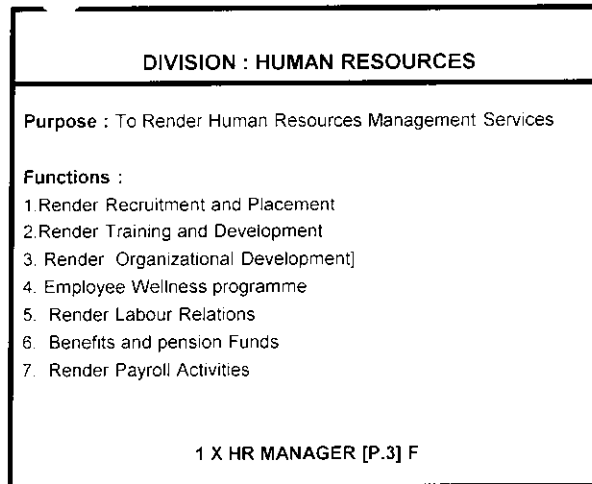
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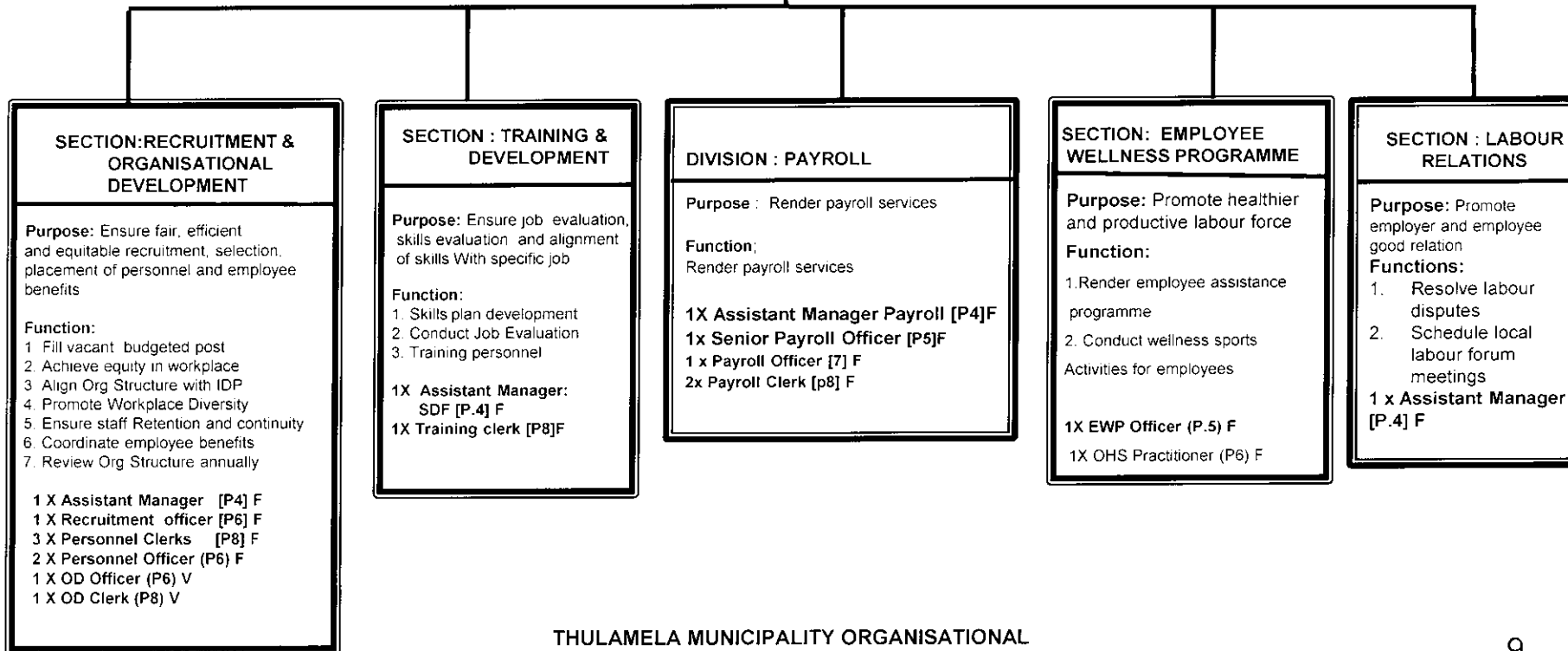




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**SECTION: RECRUITMENT & ORGANISATIONAL DEVELOPMENT**

**Purpose:** Ensure fair, efficient and equitable recruitment, selection, placement of personnel and employee benefits

**Function:**

1. Fill vacant budgeted post
2. Achieve equity in workplace
3. Align Org Structure with IDP
4. Promote Workplace Diversity
5. Ensure staff Retention and continuity
6. Coordinate employee benefits
7. Review Org Structure annually

1 X Assistant Manager [P4] F  
1 X Recruitment officer [P6] F  
3 X Personnel Clerks [P8] F  
2 X Personnel Officer (P6) F  
1 X OD Officer (P6) V  
1 X OD Clerk (P8) V

**SECTION : TRAINING & DEVELOPMENT**

**Purpose:** Ensure job evaluation, skills evaluation and alignment of skills With specific job

**Function:**

1. Skills plan development
2. Conduct Job Evaluation
3. Training personnel

1X Assistant Manager: SDF [P.4] F  
1X Training clerk [P8]F

**DIVISION : PAYROLL**

**Purpose :** Render payroll services

**Function:**  
Render payroll services

1X Assistant Manager Payroll [P4]F  
1x Senior Payroll Officer [P5]F  
1 x Payroll Officer [7] F  
2x Payroll Clerk [p8] F

**SECTION: EMPLOYEE WELLNESS PROGRAMME**

**Purpose:** Promote healthier and productive labour force

**Function:**

- 1.Render employee assistance programme
2. Conduct wellness sports Activities for employees

1X EWP Officer (P.5) F  
1X OHS Practitioner (P6) F

**SECTION : LABOUR RELATIONS**

**Purpose:** Promote employer and employee good relation

**Functions:**

1. Resolve labour disputes
2. Schedule local labour forum meetings

1 x Assistant Manager [P.4] F

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**DIVISION : RECORDS, AUXILLARY & TRANSPORT SERVICES**

**Purpose:** *To render Records, Auxiliary & transport Services to the municipality*

**Functions :**

1. *Render records and Registry services*
2. *Render Auxiliary and transport services*
3. *Manage municipal fleet*

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**Section : Records and Registry Services**

**Purpose :** *Ensure Smooth running of record and registry services*

**Function:** 1. *Records Management*  
2. *Ensure 100% compliance with legislations*

1X Assistant Manager (P4) F  
3 X Records Clerk [P.8] F  
1X Messenger [10]F

**Section : Auxiliary & Transport Services**

**Purpose :** *Rendering transport, printing and switchboard services*

**Function:**

1. *Coordinating transport services*
2. *Coordinate printing services*
3. *Coordinating switchboard services*

1X Assistant Manager (P4) F  
1 X Transport Officer [P.6] F  
1 X Transport Clerk [P8]F  
2 X Driver [P.10] 2F  
2 X Switchboard Operator [P.8] F  
1 X Photocopier Operator (P10) F  
1X Records Clerk (p8) V

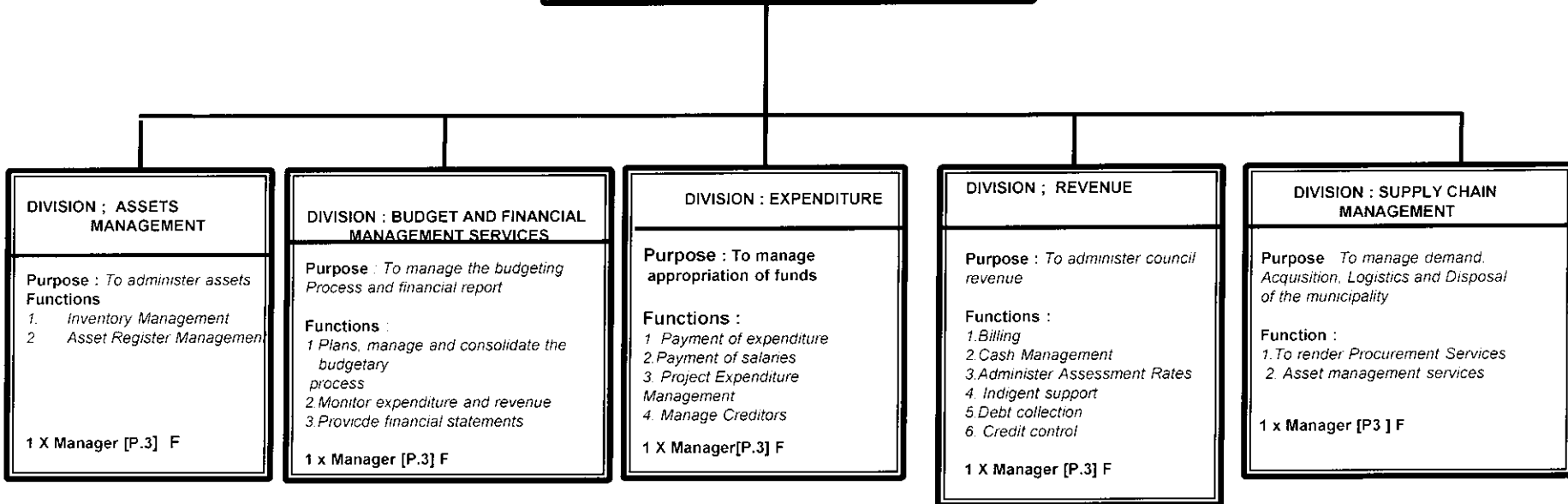
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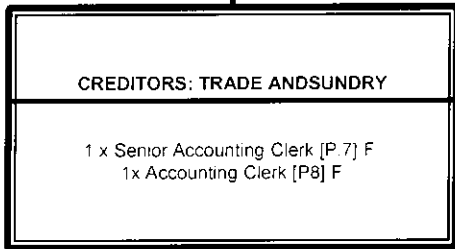
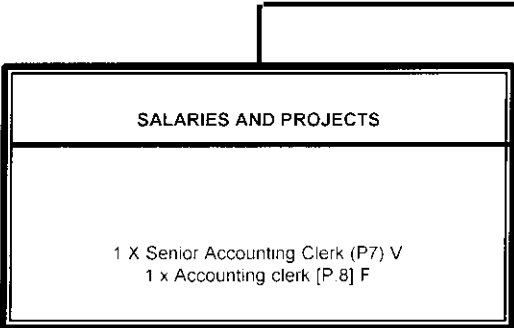
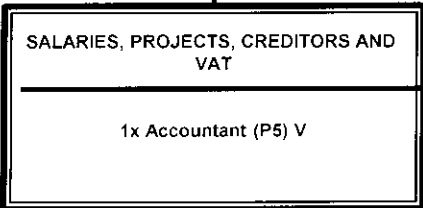
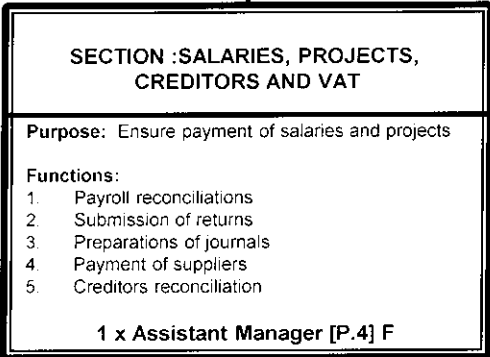
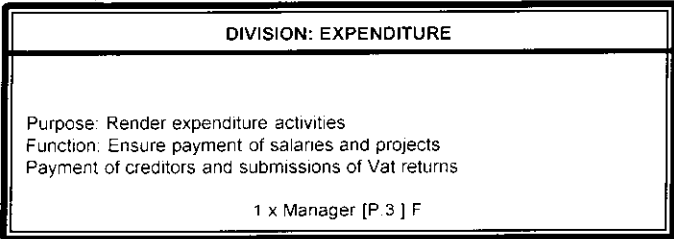
# BUDGET AND TREASURY DEPARTMENT

<b>BUDGET AND TREASURY DEPARTMENT</b>
<i>Purpose : To perform municipal finance services</i>
<b>Functions :</b> 1. <i>Render financial management services</i> 2. <i>Manage municipal expenditure</i> 3. <i>Manage municipal income</i>
1 x Chief Financial Officer [P.1] F 1 x secretary [P.6] F



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THULAMELA MUNICIPALITY**

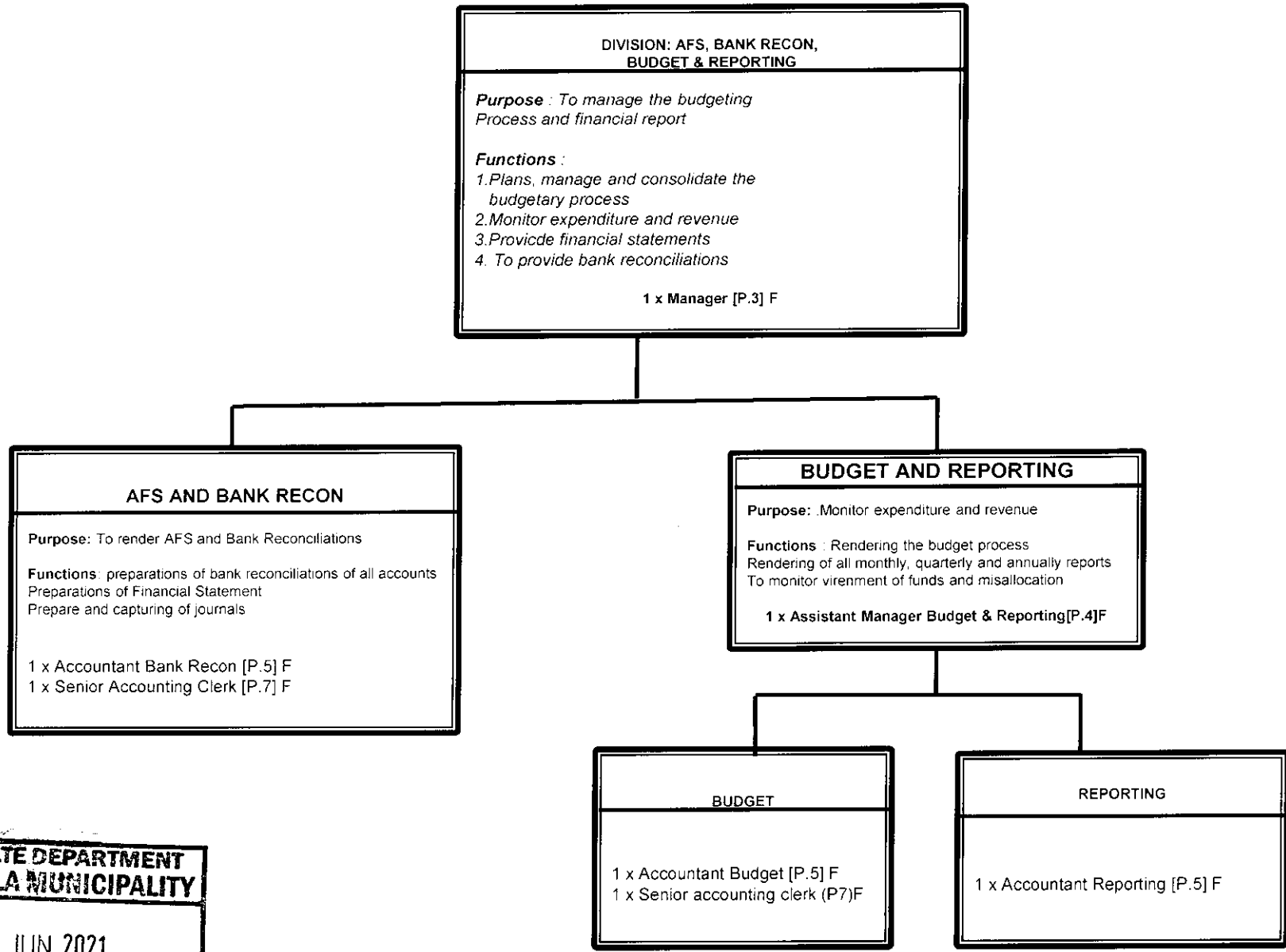
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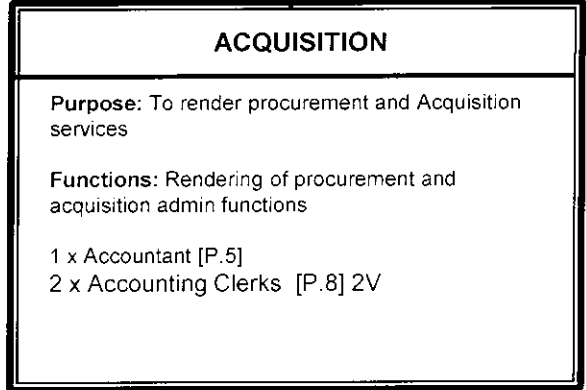
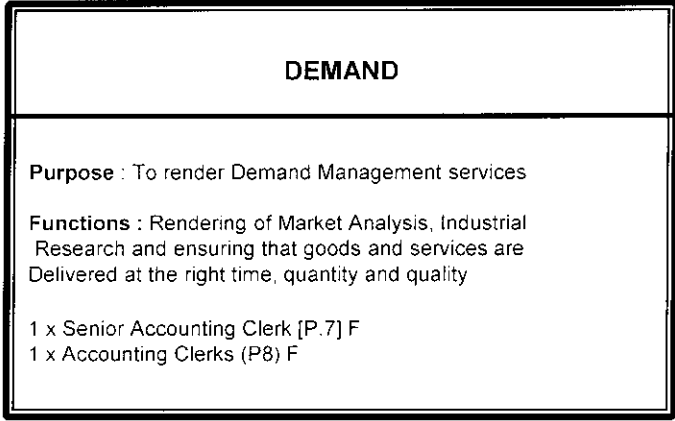
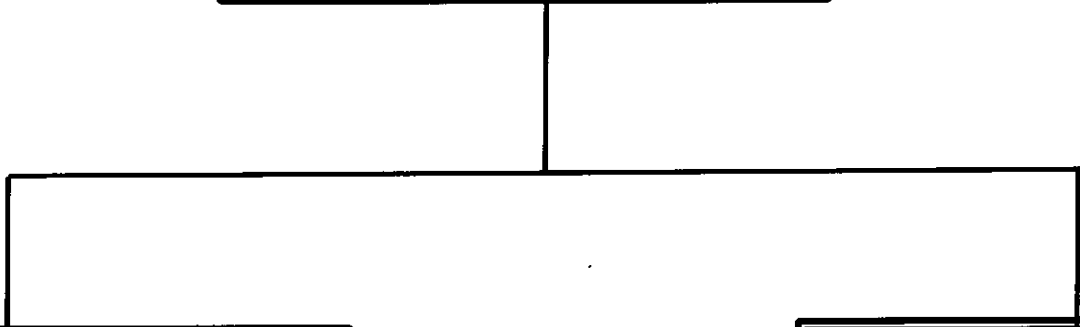
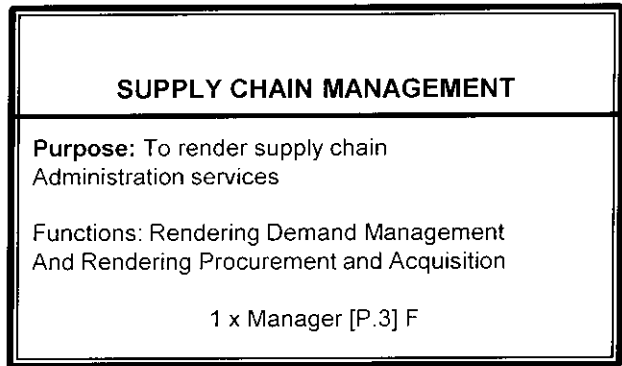
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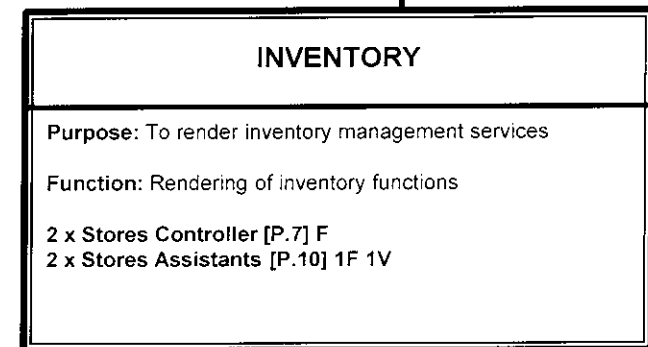
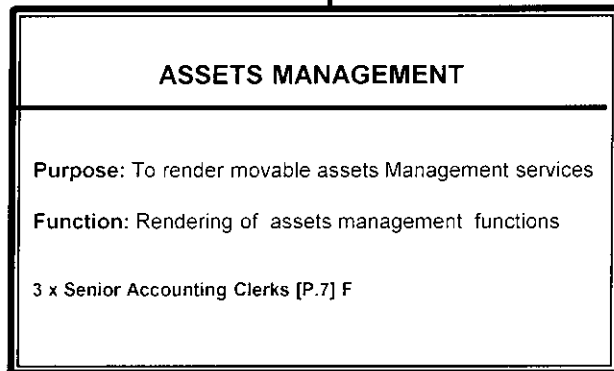
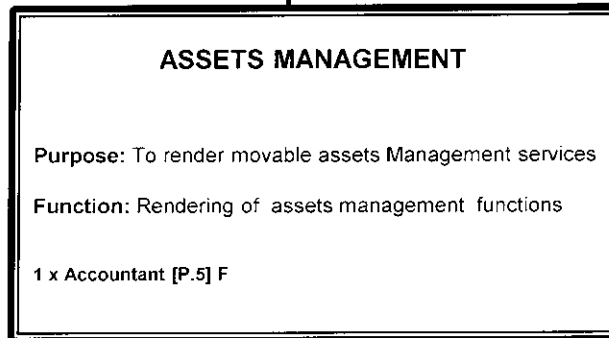
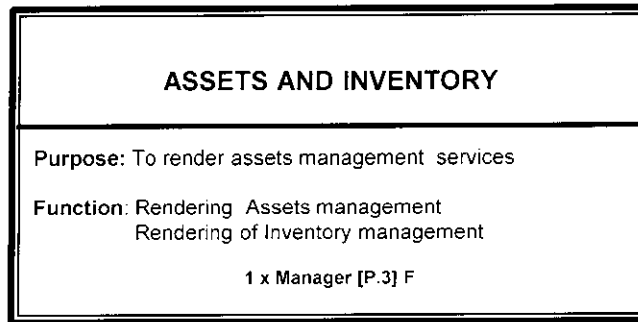
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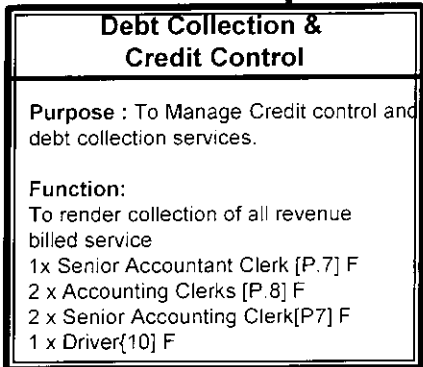
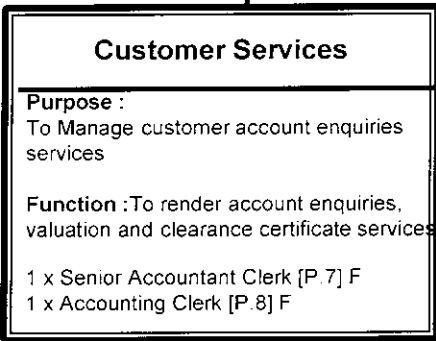
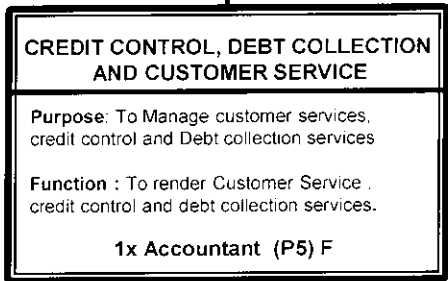
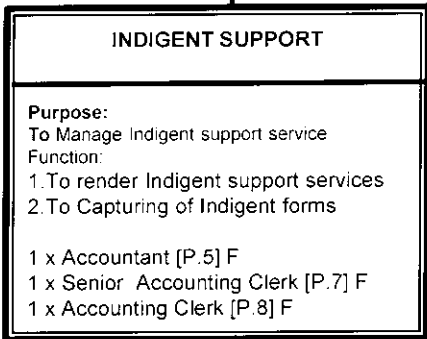
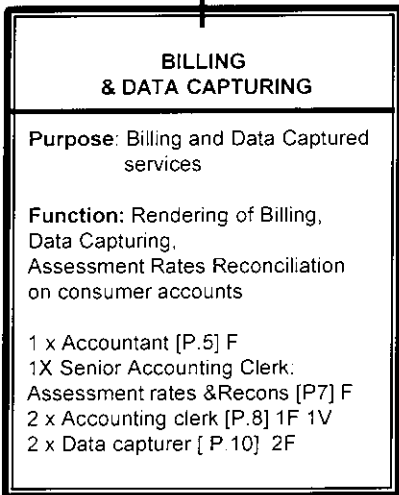
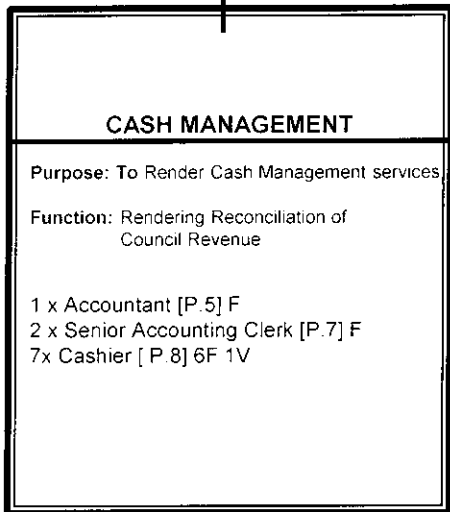
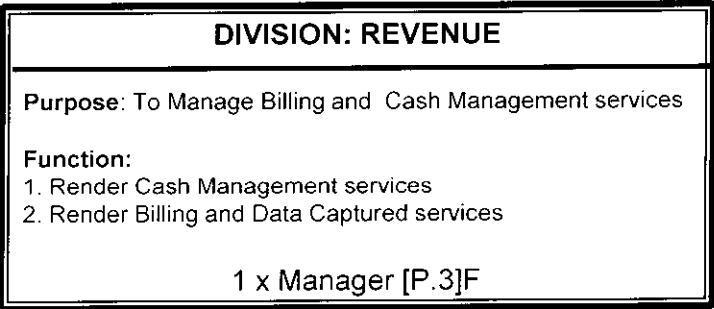
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THULAMELA MUNICIPALITY**  
  
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**CORPORATE DEPARTMENT  
 THULAMELA MUNICIPALITY**

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# COMMUNITY SERVICES DEPARTMENT

**CORPORATE DEPARTMENT  
THULAMELA MUNICIPALITY**

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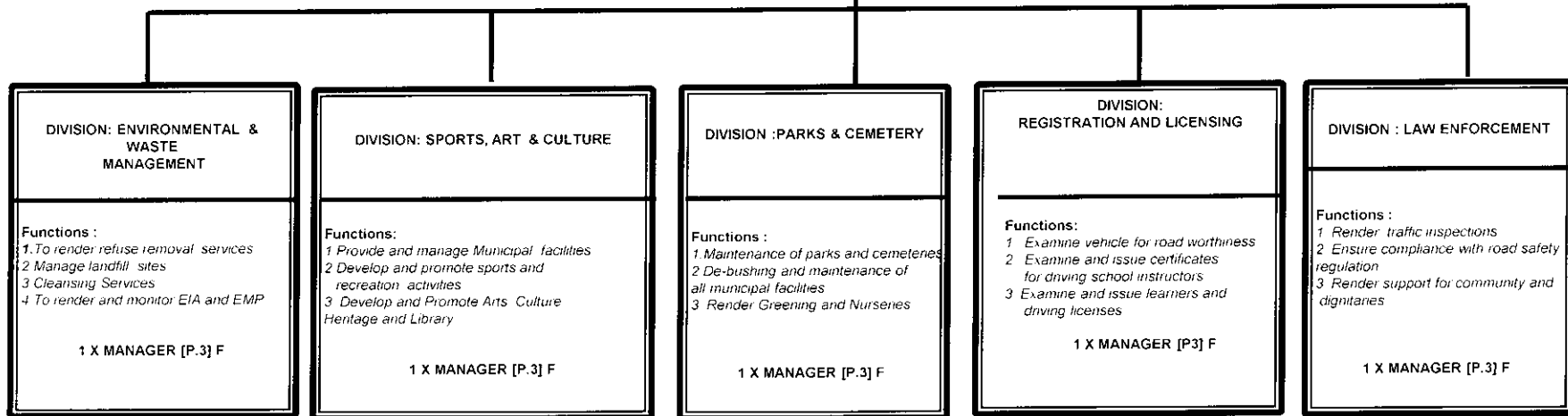
DEPARTMENT : COMMUNITY SERVICES

**Purpose :** *Render community service to the municipality.*

**Function :**

1. *Manage and monitor environmental and waste management*
2. *Manage and monitor sports, arts and culture*
3. *Manage and monitor Parks and Cemetery*
4. *DE bushing of Municipal Roads Reserves*

1 x SENIOR MANAGER [P.1] F  
1 X SECRETARY [ P.6] F



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**DIVISION: PARKS AND CEMETERY SERVICES**

Purpose: *To render parks and cemetery services*

Functions:

1. *Maintenance of parks and cemeteries*
2. *De-bushing and maintenance of all municipal facilities*
3. *Render greening and nurseries*

1x Manager [P.3] F

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**THOHOYANDOU & MUTALE  
PARKS, GROUND AND MUNICIPAL FACILITIES**

Purpose: Render parks and cemeteries services

Function:

1. Establishment of parks
2. Maintenance and bush cleaning in all municipal facilities
3. Maintenance of all pitches

1X Horticultunist [p.6] F  
1x Foreman [p.8] F  
4x Driver Operators [p.9] F  
10x grass Cutter [P.9] F  
1x Supervisor [p12] F  
19x GA [P.15] 17F 2V

**THOHOYANDOU & MUTALE  
CEMETERIES, GREENING AND NURSERY**

Purpose: Render cemetery and greenery services

Function:

1. Provision of graves
2. Maintenance of all cemeteries in proclaimed areas
3. Greenery and nurseries

9 x General Assistance (P15) F

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**DIVISION: SPORTS, ARTS, CULTURE AND EDUCATION**

**Purpose :** To render sports, Arts, culture and educational services

**Functions:**

1. Provide and manage Municipal facilities
2. Develop and promote sports and recreation activities
3. Develop and Promote Arts, Culture and Heritage

1X MANAGER [P.3] F

**SECTION: SPORTS, ARTS AND CULTURE**

**Purpose:** Coordinate sports, arts, culture and educational programmes

**Function:**

1. Control of facility bookings and upgrading of community playgrounds
2. Control of federation and sporting clubs
3. Formation of new community clubs
4. Establishment of Arts, Culture and heritage Council

1x Sports and Recreation Officer [P6] F

13x GA (P15) 10F 3V

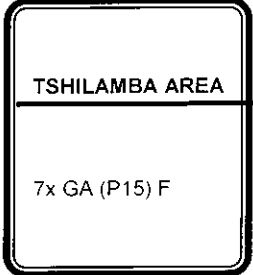
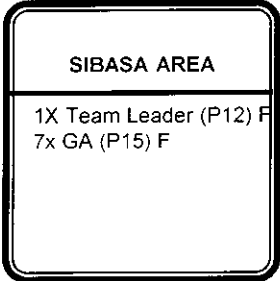
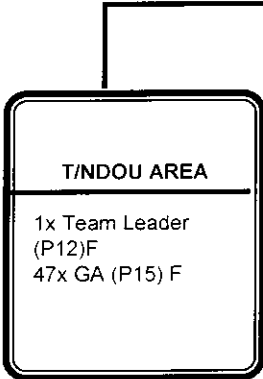
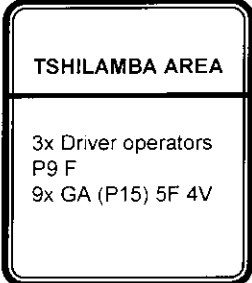
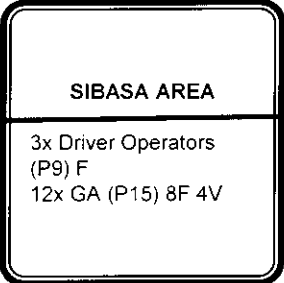
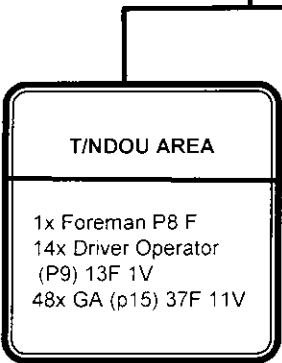
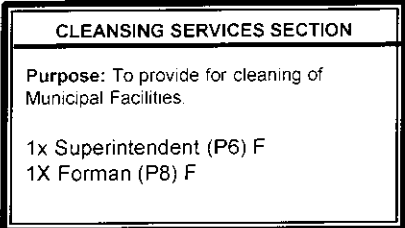
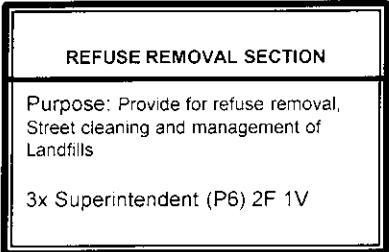
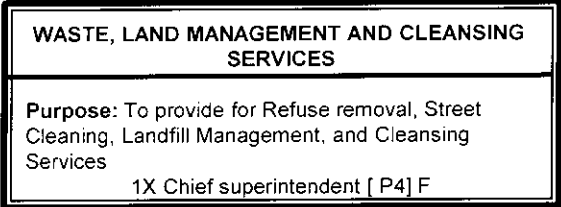
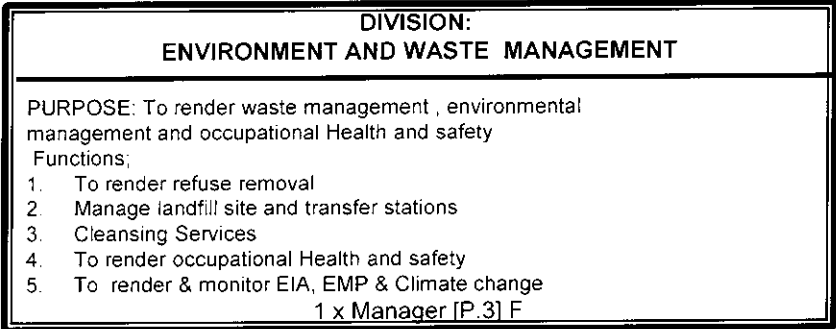
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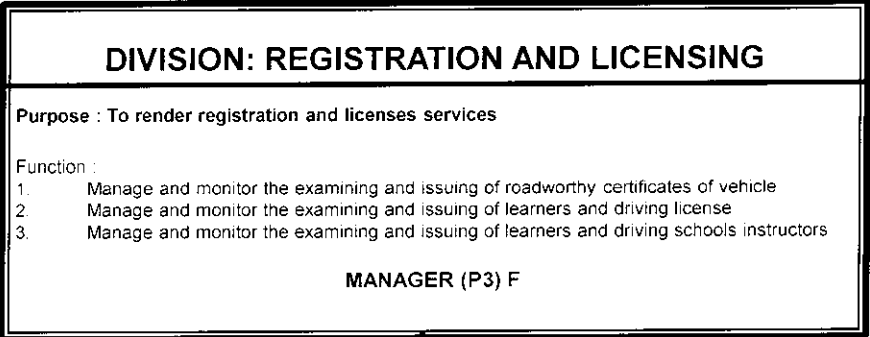
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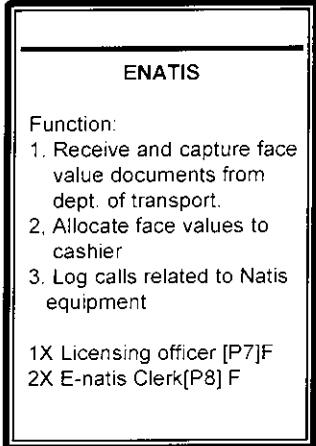
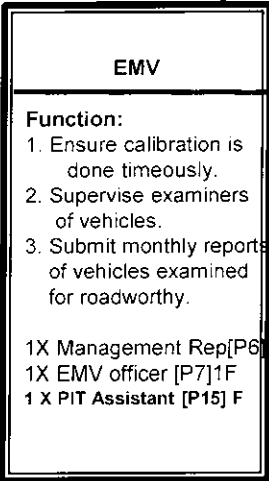
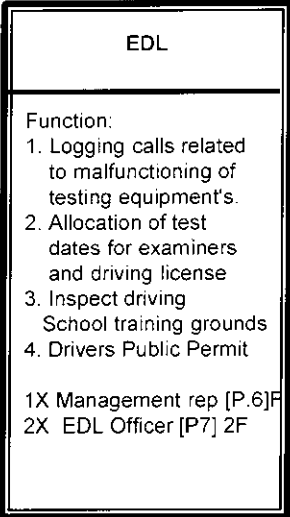
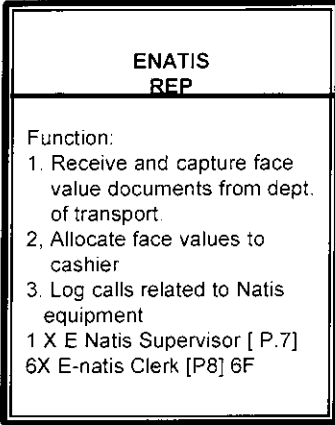
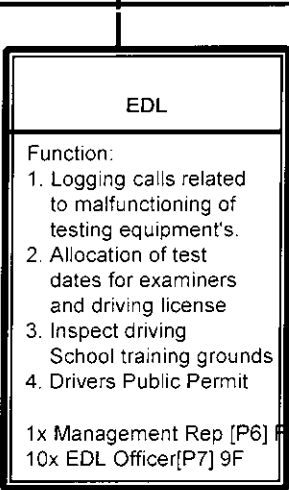
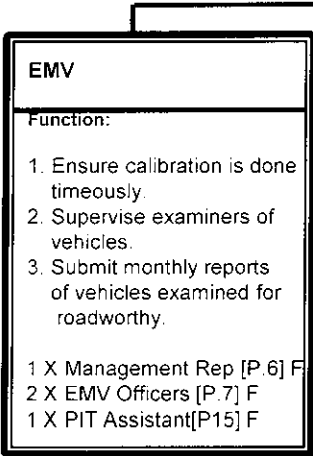
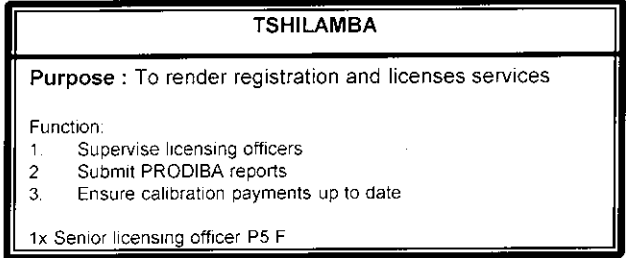
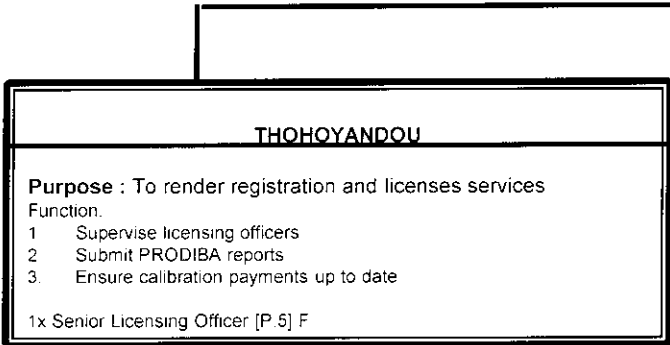
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**CORPORATE DEPARTMENT  
THULAMELA MUNICIPALITY**

30 JUN 2021

**PRIVATE BAG X5066, TSHOHYANDOU 0950  
LIMPOPO PROVINCE**



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**LAW ENFORCEMENTS**

Purpose: promote traffic safety and law enforcement

Function:

1. Render traffic inspection and law enforcement
2. Ensure compliance with road safety regulation
3. Render support for community and dignitaries
4. Render compliance services
5. Promote Road Services
6. Monitor Road Accidents
7. Monitoring Traffic Admin

1x Manager (P3) F

**TSHILAMBA**

2X Superintendent (P6) F  
2x Assistant Superintendent (P7) F  
1x Traffic officer (p8) F

**LAW ENFORCEMENT:**  
1X Chief Traffic Officer [P 4] F

**LAW ENFORCEMENT**

Purpose: Promote road safety

Functions:

1. Enforce road safety management
2. Conducting escorts
3. Conducting Scholar patrol

2x Superintendent [P6] 1F 1V  
8 x Assistant Superintendent [P7] 1F 7V  
7 x Senior traffic officers [P8A] F  
17x Traffic Officers [P8B] F  
5X Traffic Inspector (P9) V

**COMPLIANCE**

Purpose: Comply with municipal By-laws

Functions:

1. Enforce compliance by-laws

1x Superintendent [P6] F  
2X Traffic Officers [P8B] F

**WARRANT OF ARREST UNIT**

Purpose: Administering of Warrants

Function:

1. Processing of Warrants
2. Execution of warrant of arrest

1X Superintendent [P6] F

**LAW ADMIN**

Purpose: Administration of traffic functions

Function:

1. Data Capturing
2. General administration of traffic functions

1x Senior Admin Clerk [P7] F  
2 x Admin Clerk [P8] 1F 1V

# TECHNICAL SERVICES DEPARTMENT

**CORPORATE DEPARTMENT  
THULAMELA MUNICIPALITY**

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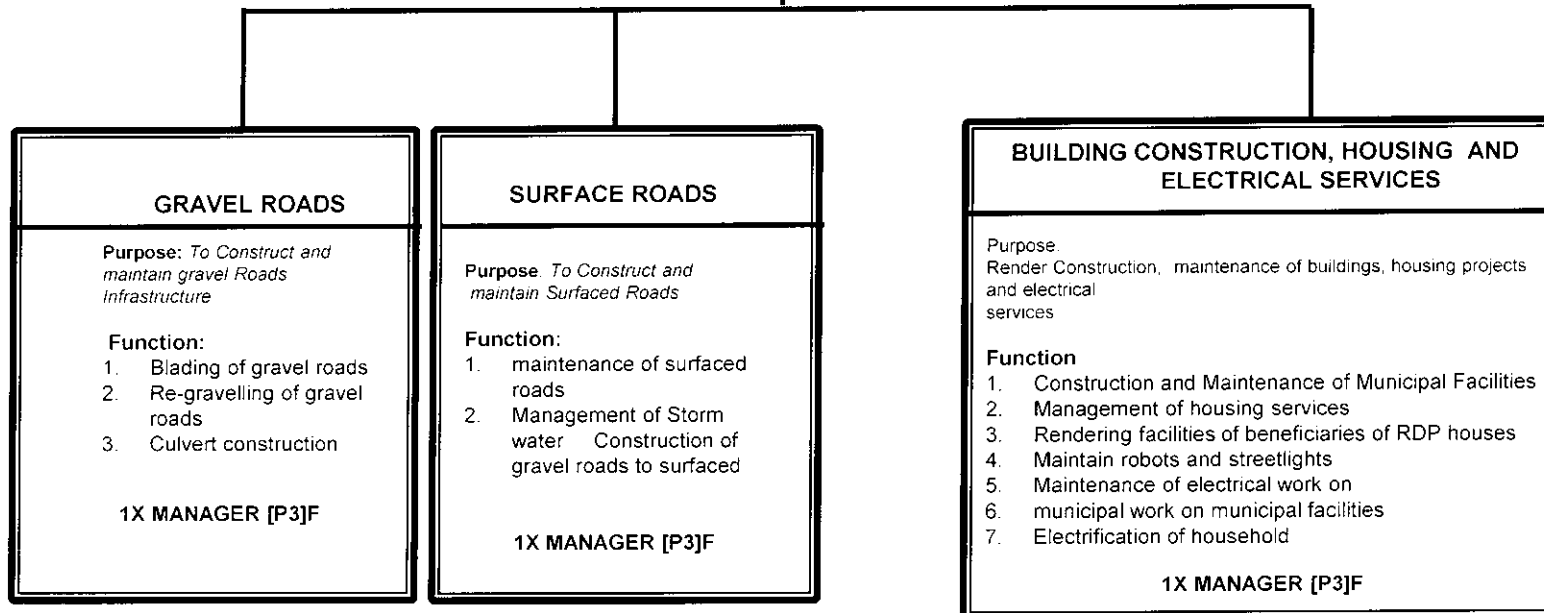
**TECHNICAL SERVICES**

Purpose: Render Roads, Buildings, Housing & Electrical services to the community

Functions:

1. Construct and maintain gravel roads infrastructure
2. Construct and maintain surface roads infrastructure
3. Inspect and evaluate the quality of roads infrastructure
4. Render mechanical services
5. Render

1X Senior Manager (P1) F  
1X Secretary (P6) F



**GRAVEL ROADS**

Purpose: To Construct and maintain gravel Roads Infrastructure

Function:

1. Blading of gravel roads
2. Re-gravelling of gravel roads
3. Culvert construction

1X MANAGER [P3]F

**SURFACE ROADS**

Purpose: To Construct and maintain Surfaced Roads

Function:

1. maintenance of surfaced roads
2. Management of Storm water Construction of gravel roads to surfaced

1X MANAGER [P3]F

**BUILDING CONSTRUCTION, HOUSING AND ELECTRICAL SERVICES**

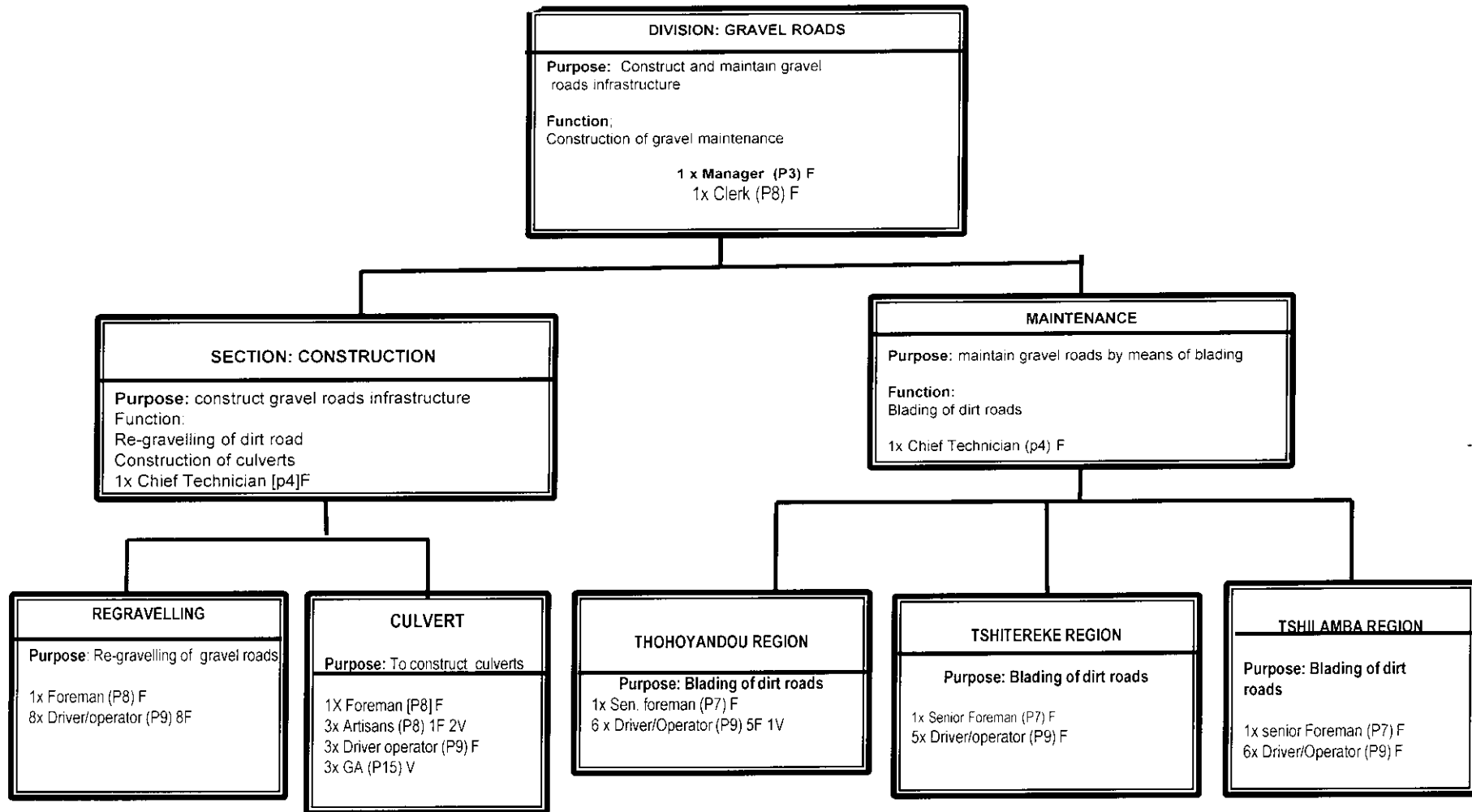
Purpose: Render Construction, maintenance of buildings, housing projects and electrical services

Function

1. Construction and Maintenance of Municipal Facilities
2. Management of housing services
3. Rendering facilities of beneficiaries of RDP houses
4. Maintain robots and streetlights
5. Maintenance of electrical work on municipal work on municipal facilities
6. Electrification of household

1X MANAGER [P3]F

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**CORPORATE DEPARTMENT  
THULAMELA MUNICIPALITY**

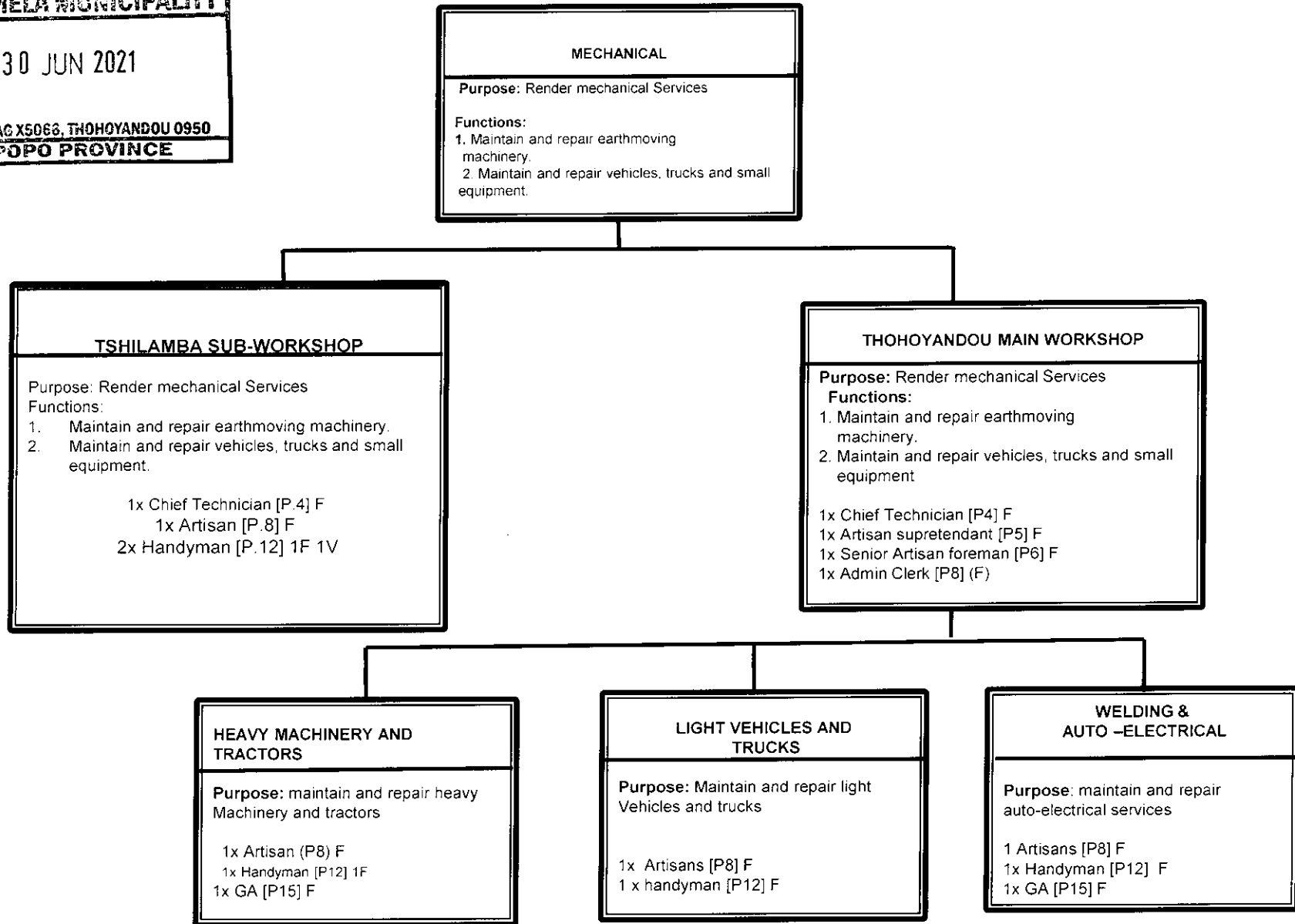
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THULAMELA MUNICIPALITY ORGANISATIONAL  
STRUCTURE 2021/22 FINANCIAL YEAR

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**CORPORATE DEPARTMENT  
THULAMELA MUNICIPALITY**

30 JUN 2021

PRIVATE BAG X5066, THOHOYANDOU 0950  
**LIMPOPO PROVINCE**

**DIVISION: SURFACED ROADS**

**Purpose:** To Construct and maintain gravel roads infrastructure

**Function:**

1. upgrading of gravel roads tar roads
2. Maintenance of surfaced roads

1 x Manager [P.3] F

**SECTION: CONSTRUCTION**

**Purpose:** upgrading of gravel roads to tar roads  
**Function:** upgrading of gravel roads to tar

1 x Technician [P5] V

**MAINTENANCE**

**Purpose:** Maintenance of surfaced roads  
**Function:** Pothole maintenance  
Road marking  
Drainage maintenance

1x Chief Technician [P.4] F

**PATCH WORK**

Pothole maintenance, Road marking, Drainage maintenance

1X Foreman (P8)F  
2x Handyman [P.12] F  
15X GA [P.15] 14F 1V

**DRAINAGE**

Pothole maintenance  
Road marking  
Drainage maintenance

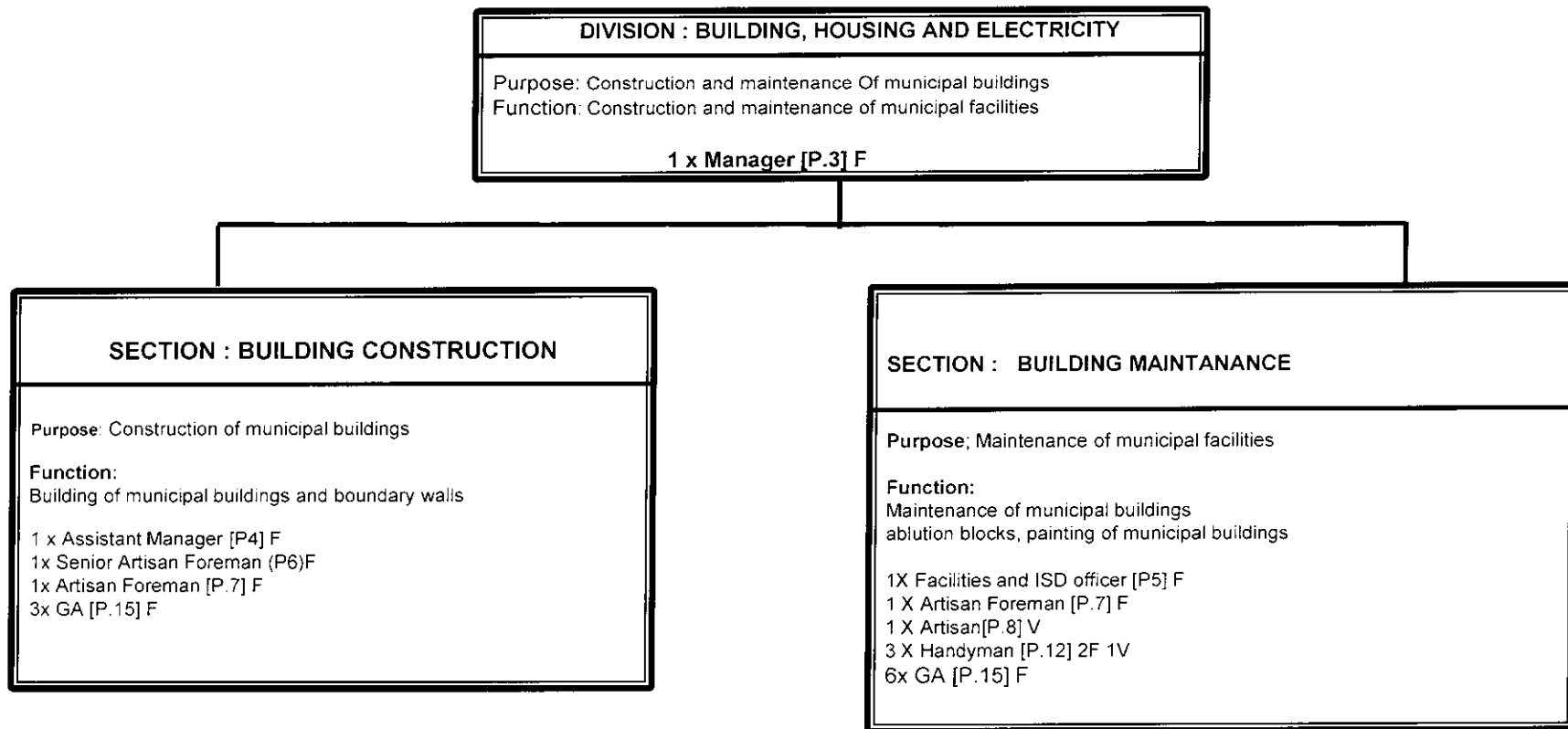
1X Foreman (P8) V  
1X Driver Operator (P9)F  
1x GA [P.15] V

**ROAD MARKING & SIGNS**

Pothole maintenance  
Road marking  
Drainage maintenance

1X Foreman (P8) V  
1X Driver Operator (P9) F  
2x Handyman [P.12] F  
3x GA [P15] F

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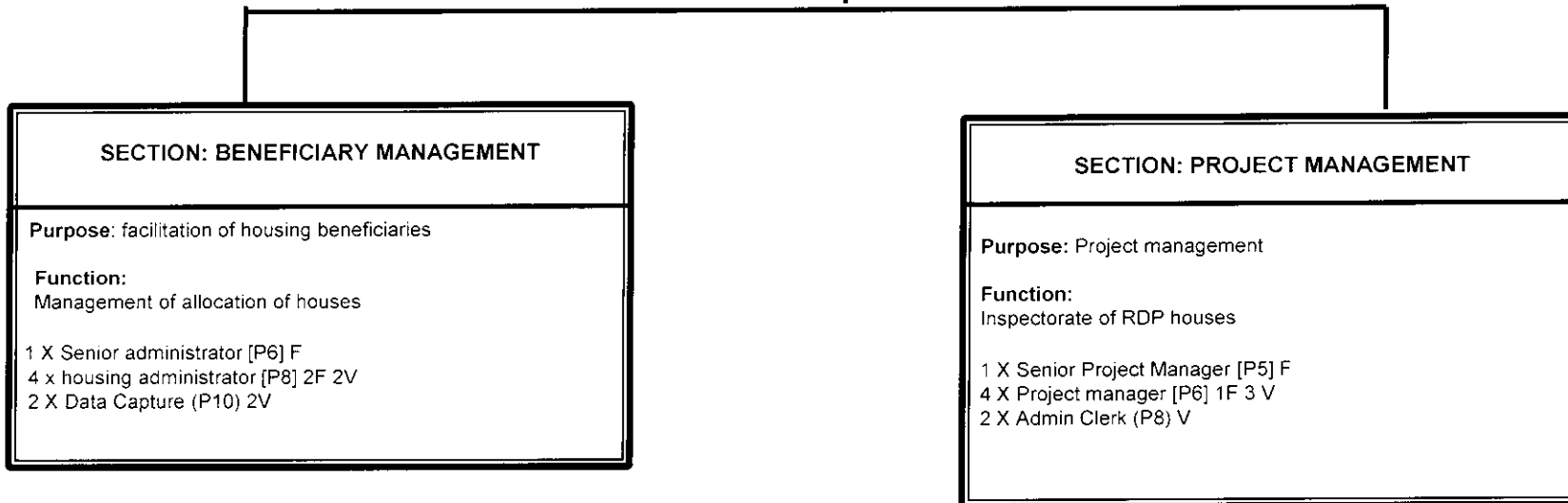
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**DIVISION : HOUSING MANAGEMENT SERVICES**

**Purpose :** To render housing projects and management services



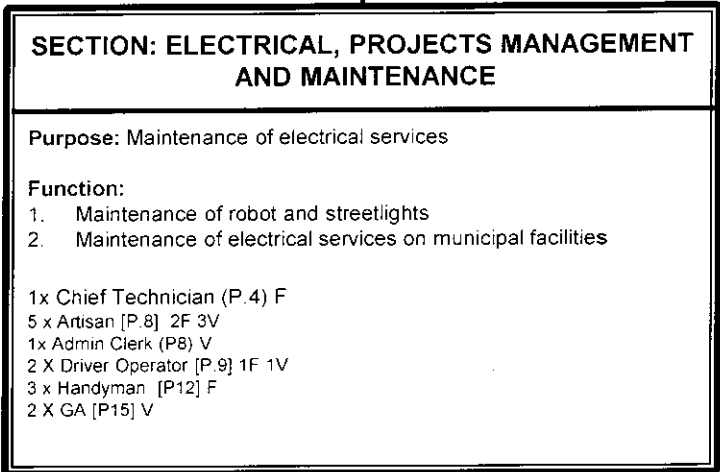
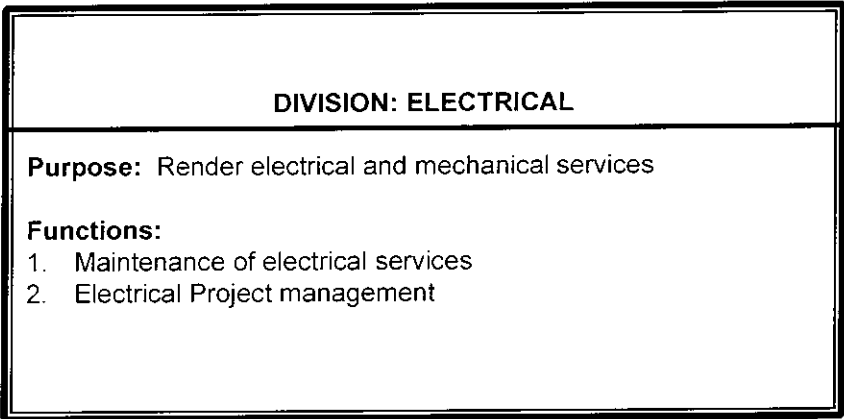
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# PLANNING AND DEVELOPMENT DEPARTMENT

**CORPORATE DEPARTMENT  
THULAMELA MUNICIPALITY**

30 JUN 2021

PRIVATE BAG X5066, THOHoyANDOU 0950  
**LIMPOPO PROVINCE**

**PLANNING AND DEVELOPMENT DEPARTMENT**

**Purpose:**  
To render planning and Development to the municipality

**Function:**  
To render geometrics Services  
To render local Economics Development  
Render IDP services

1 X Senior Manager [P.1] F  
1 X Secretary [P6] V

**DIVISION: SPATIAL PLANNING &  
LAND USE MANAGEMENT:**

**PURPOSE:** To render spatial planning and land management services

**Functions**

1. Spatial planning
2. Land use management and tribunal
3. Land administration and records
4. Survey

1X Manager [P.3] F

**DIVISION: IDP**

**Purpose:** to render integrated Development Services

**Functions**

1. Development and implementation of a credible IDP in line with Municipal systems act

1X Manager [P3]F  
2 x IDP Coordinator [P.5] F  
1X IDP Researcher [P5] V

**DIVISION: LOCAL ECONOMIC  
DEVELOPMENT**

**Purpose:** to render Local Economic Development services

**Functions**

1. Agriculture
2. Tourism
3. SMME

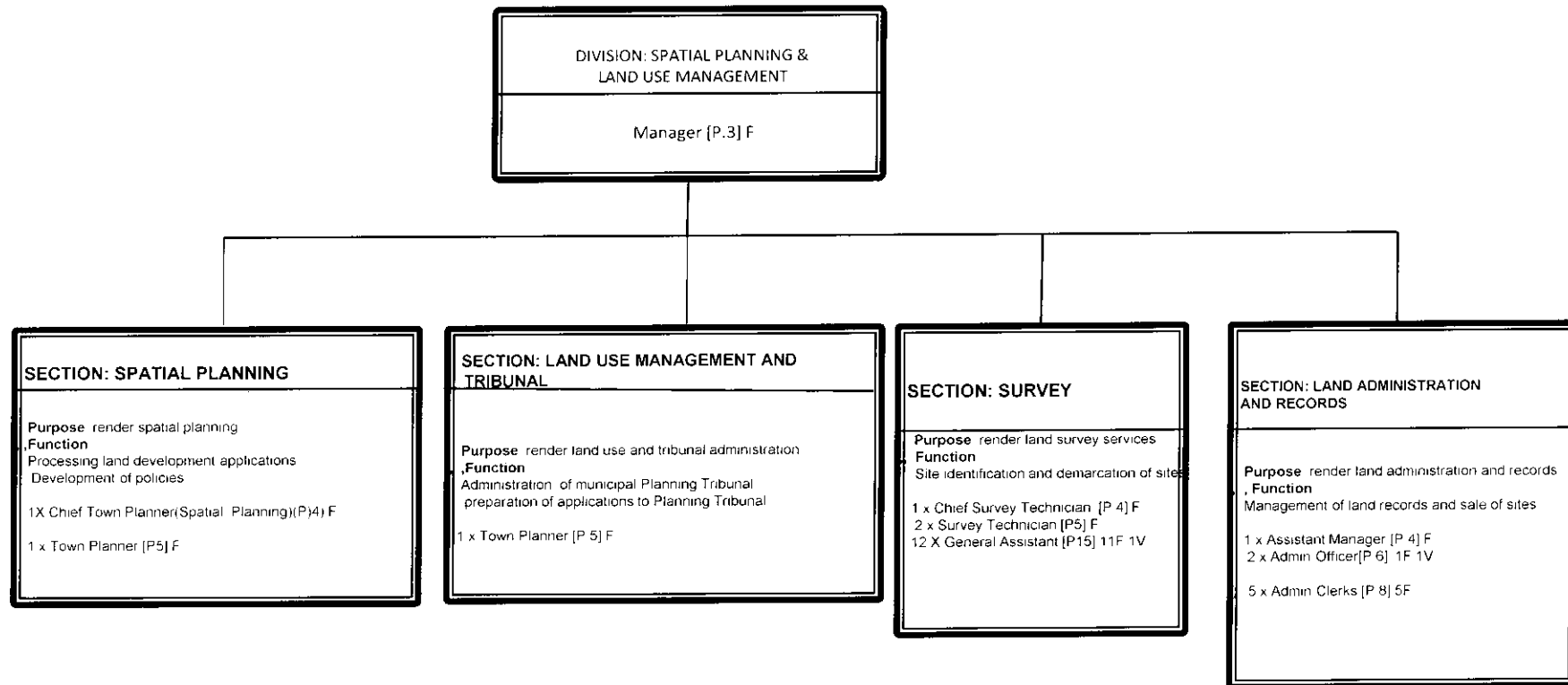
1X Manager [P.3] F

**DIVISION: DEVELOPMENT SUPPORT**

**Purpose:** to Render development support services

**Functions**

1. Building inspection
2. Property registration and licensing
3. Property valuation
4. GIS



**CORPORATE DEPARTMENT  
THULAMELA MUNICIPALITY**

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**DIVISION: DEVELOPMENT SUPPORT**

*Purpose: to Render development support services*

**Functions**  
*Building inspection  
 Property registration and licensing  
 Property valuation  
 GIS*

**SECTION: BUILDING INSPECTION**

**Purpose;** To render building services

**Function;**  
 Conduct inspection of buildings  
 Processing of building plans for approval purposes.  
 Exercise control over building activities in the municipal area and issuing occupation certificate

1 x Assistant Manager [ P.4] F  
 2 X Senior Building control Officers [P.5] F  
 1 x Building Control Clerk [P8] F

**SECTION: PROPERTY REGISTRATION & LICENSING**

**Purpose;** To render property registration and Licensing

**Function;**  
 Processing of application for Deed of grant, transfer, PTO, license and etc.

1 x Assistant Manager [P.4] F  
 3 x Admin Clerk [P.8] F

**SECTION : PROPERTY VALUATION**

**Purpose;** To render property valuation services

**Function;**  
 Compilation of municipal general and supplementary valuation roll

1 x Property Valuer [P.5] F

**SECTION: GIS**

**Purpose;** To render GIS services

**Function;** Capturing of data on the systems  
 Development and production of maps

1 x Assistant Manager : [P.4] F  
 1 x GIS Technician [P.5] F  
 1 x Chief SASO [P.12] F

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THULAMELA MUNICIPALITY**

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PRIVATE BAG X5066, THOHoyANDOU 0950  
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**DIVISION: LOCAL ECONOMIC  
DEVELOPMENT**

Purpose: Render agriculture, SMME and tourism

Function:  
1. Promote agriculture  
2. Promote SMME  
3. Promote tourism

1x Manager [P.3] F

**SECTION: AGRICULTURE**

Purpose: To render agricultural Support

Function:  
1. To facilitate and promote agricultural activities within the municipal area

1 x Assistant Manager [P 4] F

**SECTION: SMME**

Purpose: To render SMME support

Function:  
1. To facilitate and promote SMME within municipal area  
2. Registration of Hawkers and Spaza shops  
3. Issuing trading licenses to Hawkers and Spaza shops

1 X Admin. Officer [P6] F  
1x Business Registration Officer[P5] F

**SECTION: TOURISM**

Purpose: To render Tourism support

Function:  
1. To facilitate and promote SMME within municipal area

1 X Assistant Manager [ P4] F

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DEPARTMENT	FILLED POSTS	VACANT POSTS	TOTAL NUMBER OF POSTS
MUNICIPAL MANAGER	54	25	79
CORPORATE SERVICES	64	05	68
BUDGET AND TREASURY	53	07	60
COMMUNITY SERVICES	269	41	309
PLANNING AND DEVELOPMENT	46	04	50
TECHNICAL SERVICES	108	31	139
<b>TOTAL NUMER OF POSTS</b>	<b>594</b>	<b>113</b>	<b>707</b>



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